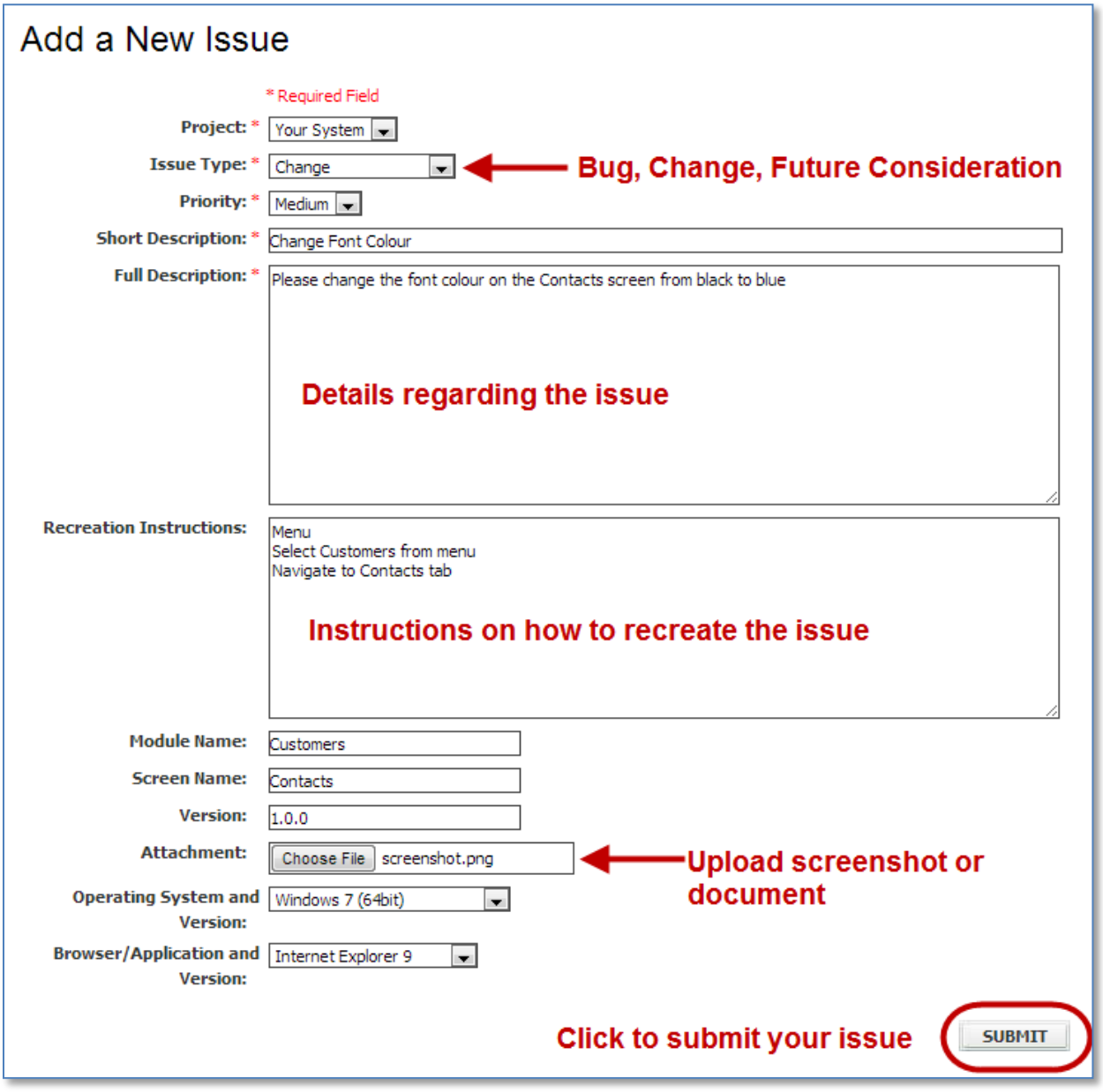
Issue Tracker User Manual

To submit issues during your testing, log into our Issue Tracker system using login credentials provided to you by CoreSolutions Software. Please note login ID and password are case-sensitive. You may be prompted to enter a new password if it is your first time logging into Issue Tracker.

Use the navigation menu at the top of the screen and select **Add Issue**. The *Add a New Issue* screen will appear. Provide as much detail as possible to describe the bug or system change you wish to address. Include recreation instructions and attach screenshots or documents to better illustrate the issue. Click the **Submit** button to send your issue to CoreSolutions where it will be assigned to a member of our development team.


Add a New Issue
* Required Field
Project: * Your System
Issue Type: * Change
Bug, Change, Future Consideration
Priority: * Medium
Short Description: * Change Font Colour
Full Description: * Please change the font colour on the Contacts screen from black to blue
Details regarding the issue
Recreation Instructions:
Menu
Select Customers from menu
Navigate to Contacts tab
Instructions on how to recreate the issue
Module Name: Customers
Screen Name: Contacts
Version: 1.0.0
Attachment: Choose File screenshot.png
Upload screenshot or document
Operating System and Version: Windows 7 (64bit)
Browser/Application and Version: Internet Explorer 9
Click to submit your issue
SUBMIT

You will be notified by email once the issue has been addressed. Log into Issue Tracker to review the issue and read any notes provided by the developer. Test the issue to ensure it meets your requirements. Once satisfied the issue has been resolved, set the status to *Complete* and save your changes.